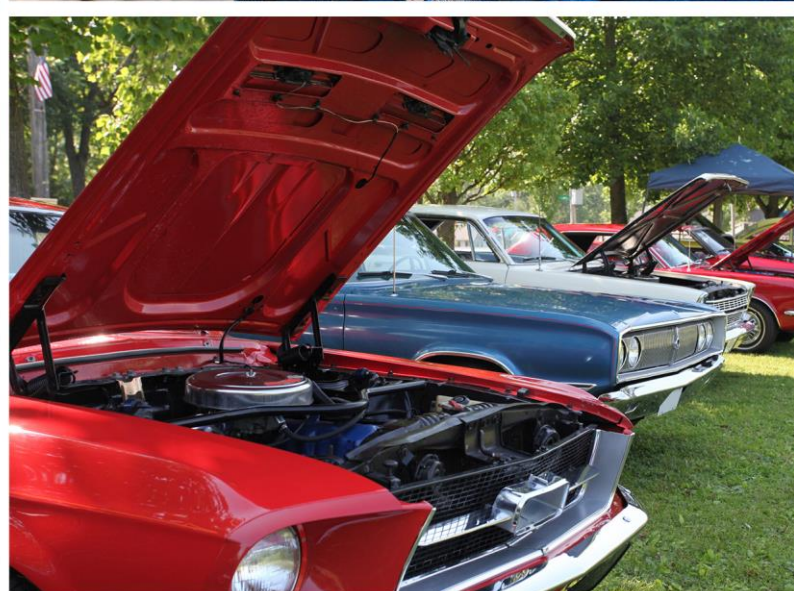
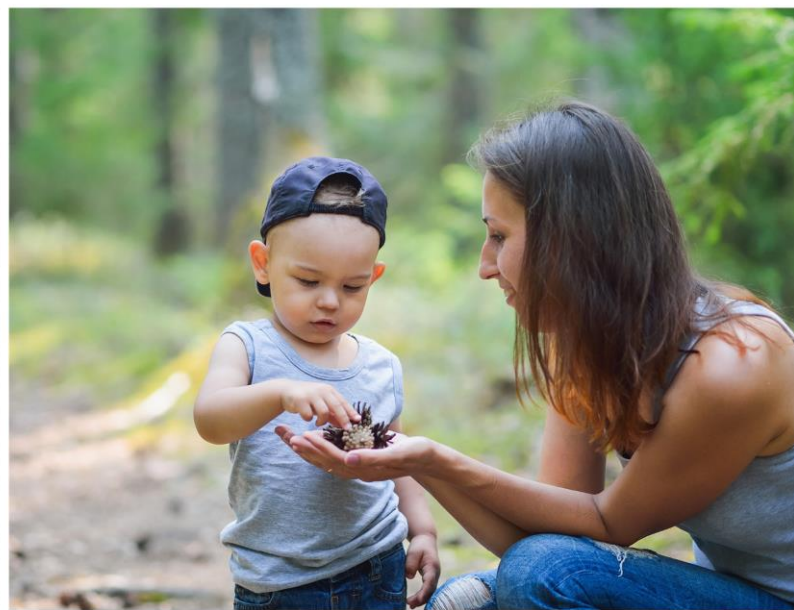


Community Grants Program Guidelines

2021–2022





Message from the Mayor

Since 2009 Redland City Council's Community Grants and Sponsorship Program has supported a diverse range of valuable community-based projects and events, awarding more than 1,200 grants, totalling more than \$7 million, to applicants.

In 2021-22 I am proud to announce the return of our regular grants and sponsorship program, following an 18-month redirection of funds to COVID-19 relief and recovery grants.

During these extraordinary times, community and sporting organisations and all who deliver community services and events have faced ongoing challenges to their operations and fundraising endeavours. Council has endeavoured to be flexible to help those who serve and benefit our community navigate the pandemic and adjust to a COVID-normal future.

It is now time to return our focus and funding back to Council's regular Grants and Sponsorship Program, to continue to build and strengthen community partnerships and invest in tomorrow's Redlands Coast.

I understand many community organisations and event organisers have been eagerly awaiting this moment, and I encourage those who have put their ideas and plans on hold to once again think big and consider how Council funding could enable great things.

To the individuals and not-for-profit organisations we have worked with in the past – and hope to work with in the future – thank you for your tireless endeavours to make Redlands Coast a naturally wonderful community. Your strong sense of community pride continues to amaze me.

I invite you to apply for a grant or sponsorship today, so we can help you invest in our community tomorrow.

A handwritten signature in blue ink that reads "K Williams". The signature is fluid and cursive.

Mayor Karen Williams
Redland City Council

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1.0 About the program

Redland City Council's Community Grants Program provides funding to support local community organisations and individuals to undertake projects for the benefit of Redlands Coast. Grants are offered for economic development, the arts, cultural heritage, environment, community development, and sport and recreation.

The program provides funding in the following categories:

- Organisation Support
- Project Support
- Conservation Grants
- Capital Infrastructure

2.0 Redland City Council Strategic Goals

Redland City Council, through its Corporate Plan, is committed to an enriched and sustainable future for our city and the communities that live, work and play here. We strive to make a difference and make it count through the services we provide.

Applicants are required to align their project with one or more of the following strategic goals in Council's *Our Future Redlands – a Corporate Plan to 2026 and Beyond*.

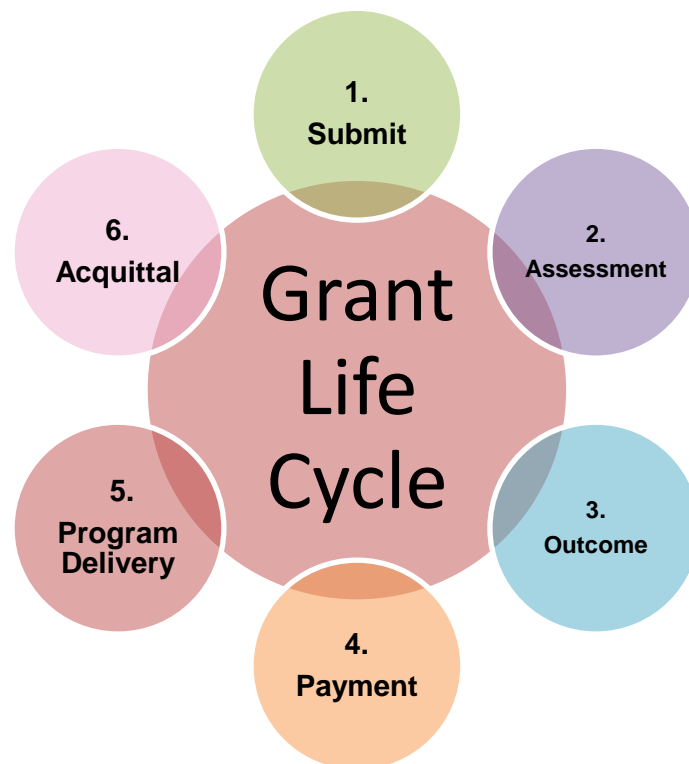
- City Leadership
- Strong Communities
- Quandamooka Country
- Natural Environment
- Liveable Neighbourhoods
- Thriving Economy
- Efficient and Effective Organisation

3.0 Program Objectives

The program is designed to support delivery of Council's vision and goals outlined in Council's Corporate Plan. Applicants are required to align their project with one or more of the program objectives to be eligible to apply for funding.

- Increasing employment and/or boosting the local economy
- Assisting community organisations to provide services
- Empowering community organisations and building capacity
- Building community infrastructure
- Assisting disadvantaged/vulnerable groups
- Providing cost-efficient initiatives
- Increasing leverage to gain additional funds from state/federal departments
- Creating identity, a sense of place and celebration
- Contributing to a sustainable environment
- Supporting a robust living culture in the Redlands

4.0 Grants Life Cycle



1. Submit	Submission of online application with supporting documentation.
2. Assessment	Pre-eligibility assessment of applicant and project. Assessment of applications conducted by a panel.
3. Outcome	Applicants advised of funding outcome.
4. Payment	Funds provided to successful applicants.
5. Project Delivery	Project delivered within specified timeframe.
6. Acquittal	Acquittal of funds required including receipts of expenditure.

5.0 Available Funding

The Community Grants Program has four funding categories as follows:

Category	Further information	Maximum funding
Organisation Support	Part A	\$3,000
Project Support	Part B	\$10,000
Conservation Grants	Part C	\$10,000
*Capital Infrastructure	Information is not contained in this guideline	Small Capital – up to \$10,000 Major Capital – \$10,001 to \$50,000

*Please note the Capital Infrastructure funding category has a standalone guideline.

6.0 How does an applicant apply?

Applicants must register and apply for funding through Council's website using the online application portal *Smarty Grants*. Before registering or applying, applicants must thoroughly read and understand these guidelines. The guidelines are updated every round; please ensure you review the guidelines each time you apply.

7.0 How often can an applicant apply?

An eligible applicant can submit one application per category (must be different projects). Where applicants have submitted multiple applications in any one category, they will be requested to select one application only for consideration.

Where an applicant applies in the same category for consecutive rounds, the previous successful application must be acquitted.

Where an applicant has received a successful application for three consecutive years, it is less likely to be prioritised for funding.

An auspicings organisation is permitted to auspice multiple organisations in any one funding round, provided it does not have an outstanding acquittal from an application in a previous funding round.

8.0 Timing / Important Dates

The Community Grants Program has two funding rounds per year. Funding rounds are open for a period of four weeks. Applications can only be submitted when a funding round is open. Opening and closing dates of each round are published on Redland City Council's website when available.

The grant assessment process may take up to three (3) months from start to end.

9.0 Requirements for all grant categories

- Applicants must be operating and financially viable.
- Activities must not commence before you receive written notification of grant approval.
- Evidence of support for and partnerships with other organisations in your grant application activities is highly desirable.
- The funded project must be delivered in Redland City; however the applicant may be based outside the Redlands. This applies to all grant categories except Organisation Support where applicants must be based in the Redlands.

- Written land owner's consent from Council must be provided where the project is on Council owned or managed land.
- Two written quotes are required per expenditure item requested from Council.
- Where funded projects are held in a Council building or facility, the building must meet all requirements of a building compliance inspection per the terms of the lease agreement.

10.0 Grant funding for equipment

Applicants are encouraged to seek funding for standalone equipment through other funding programs outside of Council, such as the Queensland Government's Gambling Community Benefit Fund (GCBF). Further information on this program is available at www.gamblingcommunityfund.qld.gov.au

Requests for funding towards equipment from can be considered if:

- a) the equipment is essential to delivery of the project and there is demonstrated need; and
- b) the amount is not greater than \$3,000 or 30% of total project cost (whichever is lesser).

This requirement is not applicable to the subcategory Wildlife Carer Support under Conservation Grants, where equipment can constitute 100% of the total project cost.

Administration costs of 5% of the total project cost or \$500 (whichever is lesser) can be included if an organisation can demonstrate that significant costs will need to be incurred to deliver the project.

11.0 Is your organisation eligible?

Eligible organisations	Ineligible organisations
<ul style="list-style-type: none"> • Not-for-profit and incorporated entity or registered by an Act of Parliament. • Have an active ABN or Statement by Supplier. • Be operating and financially viable. • If sourcing an auspice organisation, ensure the auspice organisation is a not-for-profit and incorporated entity. • If sourcing an auspice organisation, ensure the auspice agrees to accept legal and financial responsibility for the grant. • Hold public liability insurance. • Have a bank account in the name of the legal entity. 	<ul style="list-style-type: none"> • Government or semi-government organisations i.e. hospitals and libraries. • Public and private education institutions (i.e. primary, secondary and independent schools or tertiary institutions). • For profit businesses. • Child care and after-school care service providers. • Political parties and political lobby groups. • Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit. • Organisations that hold a license for more than 20 gaming machines. • Applicants and/or auspicing organisations that have outstanding rates or other debts to Council. • Applicants and/or auspicing organisations that have outstanding non-acquitted grants with Council. • Organisations that are supported through Council's Targeted funding allocations to deliver community services, if applying for the same project.

Applicants who are ineligible to apply for a grant are also ineligible to auspice an applicant. Organisations that hold a licence for more than 20 gaming machines are eligible to auspice an applicant if it can be demonstrated they would not directly benefit from the applicant receiving the grant.

Individuals are eligible to apply for funding under the Conservation Grant subcategories, Environmental Arts Support and Wildlife Carer Support. Individuals must: have an active ABN or Statement by Supplier; be operating and financially viable; hold public liability insurance; and have a bank account in the name of the legal entity (e.g. the individual's name).

12.0 What will NOT be funded

The Community Grants Program supports projects that demonstrate clear alignment with the program objectives. Project activities that are considered to be outside of the scope of the program or are the responsibility of the applicant or their identified partners will be deemed ineligible.

The following activities are ineligible for funding under this program:

- Projects for fundraising purposes where proceeds will be provided to a third party.
- Projects of a political nature or those which incorporate political activities.
- Projects operated for commercial purposes.
- Day-to-day operational costs for an organisation, including staff wages, rent and insurances (unless there is evidence it is an additional expense incurred by the funded project).
- Projects which begin before grants are awarded (no grants will be awarded retrospectively).
- Payment of debts to any entity including Council.
- Recurrent projects.
- Projects considered the core responsibility of other levels of government.
- Project costs already supported through other levels of government.
- Events or activities in competition or conflict with Council.
- Projects that have the same or similar outcome that have been funded under any other Council programs including: operational funds; Sponsorship; the Regional Arts Development Fund; and the Mayor and Councillors Community Benefit Fund.
- Capital works and fixed structures (under Organisation Support, Project Support and Conservation Grants).
- Project costs incurred outside the funding period.
- Purchase of vehicles or large capital items (under Organisation Support, Project Support and Conservation Grants).
- Purchase of alcohol, prize money or prizes including gift cards.
- Donations.
- Veterinary fees under the Conservation Grant.

13.0 How is an application assessed?

Both the applicant and the project must be eligible for funding for the application to be considered. Only information contained in an application will be assessed.

The project will be assessed and weighted on the quality of the information and how well it meets the assessment criteria identified below:

Program / Strategic Priorities

- ability to achieve one or more of Redland City Council's strategic goals; and
- ability to meet one or more of program objectives.

Benefits / Opportunities

- project responds to identified needs and emerging local issues;
- project provides positive outcomes and benefits for the community; and
- where appropriate project demonstrates evidence of strategies that enable the project to continue beyond the life of the funding.

Partnerships

- evidence of involvement from other relevant organisations in either the planning or delivery of the project; and
- evidence of partnership contributions either in-kind or monetary.

Ability to Deliver

- project demonstrates appropriate qualifications and/or level of experience of individuals/organisations delivering activities;
- a project plan demonstrates capacity of the organisation to undertake all aspects of the project, including milestones, evaluations, marketing, deadlines and the acquittal process;
- budget is comprehensive, realistic and represents value for money; and
- an in-kind or monetary contribution towards the overall cost of the project is evident.

The number of grants awarded and the value of grants will be at Council's discretion and will reflect the merit of applications, and in particular, the needs of the city. Council reserves the right to offer applicants a lesser amount than requested.

If an applicant has previously been approved for funding from Council, the delivery and outcomes of those projects will be taken into consideration. Applicants that have outstanding matters with Council can be refused funding for their project.

14.0 Approval Process

Applicants will receive an email acknowledging receipt of their application. This email will contain a unique reference number which should be quoted when making enquiries about your application.

Applicants that are successful in obtaining funding will be advised in writing and required to:

- enter into a Funding Agreement and agree to its terms and any special conditions; and
- provide an invoice before payment will be processed.

Unsuccessful applications will have the opportunity to seek feedback so improvements can be made prior to the next round.

15.0 Funding conditions

Project monitoring and reporting

Applicants must acquit funds that have been provided at the completion of the project or activity. This includes providing adequate receipts or evidence of approved expenses that at least equal the amount of the grant. For this purpose applicants are required to keep all receipts for items purchased.

A statutory declaration or certification from external auditors in lieu of receipts or invoices will not be accepted.

Should an applicant not acquit grant funding, they will remain ineligible under future funding rounds until such time as the acquittal is provided and is approved by Council.

Repayment of grant

You must repay to us:

- (a) Within 30 days of our request or as otherwise agreed, any part of the grant spent on purposes not approved by the Funding Agreement;
- (b) Any and all unexpended grant unless otherwise agreed, within 30 days or the earlier of:
 - i) the end date
 - ii) termination of the Funding Agreement;
- (c) Any difference between the actual project costs and the budget costs which are greater than \$100 (where the budget costs exceed the project costs).

All repayments must reflect any associated GST component relating to the original payments.

Variations

Funding must be used in accordance with the Funding Agreement. Any changes to the grant activities undertaken or the project duration must be approved by Council.

Please send an email or letter to the Community Grants Team with your request outlining the changes you are seeking to the funding agreement before the project end date. For example changes to: the purpose of the project; the way in which the project is to be carried out and completed; the budget; and timeframe/extension to the funding period.

Approval must be sought and approved in writing by Council before you undertake any changes. Variations cannot be sought after the Funding Agreement end date.

16.0 Support and assistance

The Community Grants Team can provide information to applicants about the Community Grants Program. The Grants Team are available to assist with identifying the most suitable category for your project and can organise a time for you to meet with a Council Officer who can provide advice in the development of your project/application.

Applicants are strongly encouraged to seek assistance to ensure their application meets the objectives of the category they are applying under and to increase the chances of being successful in receiving funding.

For information about Council's Community Grants Program, visit Council's website, or contact the Community Grants Team or Council's Customer Service Centre.

Phone: (07) 3829 8999
Email: grants@redland.qld.gov.au
Website: www.redland.qld.gov.au/grants

17.0 Additional Information

Insurance

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability) with a reputable insurer, in relation to activities carried out by the applicant for the project, to guard against any claims for loss or damage to property and injury or death to persons.

The applicant is also responsible for ensuring a safe work environment in accordance with Workplace Health & Safety (WH&S) Act 2011 and its associated Regulation and Codes of Practice.

Where applicable, the applicant is to obtain and maintain workers compensation insurance in accordance with applicable legislation and where relevant, ensure appropriate Council approvals can be obtained to complete your project.

Temporary Entertainment Event Permit

Provision of grant funding for events will be dependent on approval of a Temporary Entertainment Event Approval under Redland City Council's Local Law 1.12 through Council's Environmental Health Team.

A Temporary Entertainment Event Approval should be obtained or in progress, prior to submitting your funding application. If your project does not require any approvals, you will need this confirmed in writing.

Contact Council's Environmental Health Team on (07) 3829 8999 for further information.

Australian Business Number (ABN)

All applicants must have an ABN. Organisations that have not registered for an ABN will have the withholding tax (PAYG) of 46.5% deducted from their payment if they do not complete a 'Statement by a supplier' form. To obtain a form, visit the Council's website at www.redland.qld.gov.au/grants.

To register for an ABN, contact your accountant or visit the Australian Business Register at www.abr.gov.au.

Goods and Services Tax (GST)

Applicants must advise whether they are registered for GST. GST can affect your grant in the following ways:

- Total amount paid for goods and services purchased using the grant funding.
- Total grant funding approved.

If an application submitted by an organisation, which is registered for GST is successful an additional 10% will be automatically added to the grant amount to cover the GST component. This will ensure no out of pocket expenses for organisations that are registered for GST.

For advice on GST, contact your tax advisor, or the Australian Taxation Office on 13 24 78 or www.ato.gov.au.

18.0 Budget Sample

- Ensure you include two written quotes for each grant expenditure item.
- If your organisation is registered for GST you will need to list the amount excluding GST (if applicable) for each requested item.
- If your organisation is not registered for GST you will need to list the amount including GST (if applicable) for each requested item.
- Local suppliers must be used unless items cannot be sourced locally.

Project costs – list items required (Include GST component only if not registered for GST)	Amount (\$)
Traffic Management	1,500
Catering	600
Venue Hire	1,500
Marketing and Communication	1,000
Training	800
Total Grant Amount Requested	\$5,400

Applicant's cash contribution (indicate cash/in-kind)	Amount (\$)
Administration Costs (in-kind)	1,000
Materials (cash)	600
Total Amount	\$1,600

Funding from other organisations to support the project	Amount (\$)
State Government	1,000
Federal Government	1,000
Sponsorship from a third party	1,000
Total Amount	\$3,000

Total project cost is **\$10,000**

Grant Amount requested **\$5,400**

If your application is successful and your organisation is registered for GST, Council will add the GST on top of the approved grant amount – this GST component is declared to the Australian taxation Office (ATO).

Paid Amount **\$5,940.00** (Approved Grant Amount inclusive of GST).

19.0 Definitions

Term	Definition
Acquit	To advise Council of the outcomes of assistance provided through the Community Grants Program (CGP) via an online acquittal form.
Applicant	The organisation or individual submitting an application for a Community Grant.
Assessment Criteria	Criteria defined in this guideline for assessing applications received in order to guide funding distribution.
Auspice	An incorporated body that will accept legal and financial responsibility for a project on behalf of a non-incorporated applicant seeking funding.
Capital works	Building and engineering works that create an asset, including the construction and installation of facilities and fixtures that are a part of that asset.
Commercial purposes	The carriage of persons or property for any fare, fee, rate, charge or other consideration, or directly or indirectly in connection with any business, or other undertaking intended for profit.
Community Grants Program	Redland City Council's program of grants available to the Redlands Community.
Community Grants Panel	A panel established for a 3 year term consisting of Council and community representatives to make a determination on the recommendations made by an assessment team.
Council	Redland City Council.
Directly benefit	To obtain a financial gain.
Eligibility Criteria	Criteria that must be met for an application to be assessed for funding.
Fixed structure	Constructed or erected with a fixed location on the ground i.e. buildings, mobile homes, walls, fences and signage billboards.
Grant	Money or goods provided to recipients through formally recognised programs for a specific purpose and outcome.
Grant Conditions	Conditions that apply to the allocation and use of funds.
Grants Team	A team within Redland City Council responsible for grants administration.
Incorporated Body	An organisation, group or other entity that is legally incorporated. This includes entities incorporated under the "Associations Incorporation Act 1981", "Corporations Act 2001" (c'wealth), "Aboriginal Councils and Associations Act 1976"(c'wealth), "Cooperatives Act 1997", "Community Services (Aborigines) Act 1984", "Community Services (Torres Strait) Act 1984", and organisations with non-profit objectives incorporated by an Act of Parliament and approved by The Treasurer.
In-kind support	Where labour and/or materials are contributed to the project as opposed to funds. Sources could include the applicant, businesses, organisations or individuals.
Medium term	Timeframe of 6 to 12 months.
Operational costs	The cost associated with the ongoing activities and services of an organisation e.g. rent, insurance, wages and venue hire.
Organisation	An incorporated body seeking funding for a project or activity.
Individual	A person seeking funding for a project lead and controlled directly by them.
Project	A temporary undertaking with a defined beginning and end to create a unique product, service, activity or result.
Recurrent projects	Repeated or continued projects in the same location, occurring on a regular or semi-regular cycle (for example annually).
Recipient	Organisation or individual that is successful in their grant application.
Short term	A timeframe of 3 to 6 months.

PART A: ORGANISATION SUPPORT

Purpose	To support community organisations improve planning, governance and management practices in Redland City; and the organisation's capacity to deliver services to the community.
Available Funding	<p>Grants up to \$3,000</p> <p>Requests for administration costs may be considered if:</p> <ul style="list-style-type: none"> • significant costs will need to be incurred to deliver the project; and • the amount is not greater than \$500 or 5% of the total project cost (whichever is lesser). <p>Applications must not include salaries and wages (day-to-day operational costs).</p>
Requirements	<p>Applicants must:</p> <ul style="list-style-type: none"> • be based in Redland City; • be a not-for-profit and incorporated entity; • have an active ABN or statement by supplier; • be operating and financially viable; • hold public liability insurance; • have a bank account in the name of the legal entity; and • have no outstanding debts or grant acquittals to Council. <p>Projects must:</p> <ul style="list-style-type: none"> • meet one or more of the Program Objectives; and • meet one or more of Council's Strategic Priorities outlined in Redland City Council's Corporate Plan.
Examples	<p>Projects can include:</p> <ul style="list-style-type: none"> • education and training; • recruiting, maintaining or recognising volunteers; • business planning and governance (e.g. strategic plans, constitution reviews or board appraisals); and • seed funding for new organisations less than three years old (e.g. advertising, printing, office stationery, software).

PART B: PROJECT SUPPORT

Purpose	To support organisations providing one-off projects, events or activities that deliver short to medium term positive outcomes in Redland City.
Available funding	<p>Grants up to \$10,000</p> <p>Requests for equipment may be considered if:</p> <ul style="list-style-type: none"> essential to the delivery of the project and there is a demonstrated need; and the amount is not greater than \$3,000 or 30% of the total project cost (whichever is lesser). <p>Requests for administration costs may be considered if:</p> <ul style="list-style-type: none"> significant costs will need to be incurred to deliver the project; and the amount is not greater than \$500 or 5% of the total project cost (whichever is lesser). <p>For community garden projects:</p> <ul style="list-style-type: none"> items such as fixed garden beds, organic material and plants are not considered to be 'equipment' purchases (i.e. items do not incur the cap of \$3,000 or 30%); and costs associated with water connections and, if required cultural heritage matters, are eligible; applicants will be required to demonstrate appropriate land tenure and/or land owner's consent.
Requirements	<p>Applicants must:</p> <ul style="list-style-type: none"> be a not-for-profit and incorporated entity; have an active ABN or statement by supplier; be operating and financially viable; hold public liability insurance; have a bank account in the name of the legal entity; and have no outstanding debts or grant acquittals to Council. <p>Projects must:</p> <ul style="list-style-type: none"> meet one or more of the Program Objectives; and meet one or more of Council's Strategic Priorities outlined in Redland City Council's Corporate Plan. <p>Festivals/events may require Temporary Entertainment Event Approval under Redland City Council's Local Law 1.12.</p>
Examples	<p>Projects can include:</p> <ul style="list-style-type: none"> community gardens; projects that support youth engagement, seniors or island communities; community education projects; and festivals and events.

PART C: CONSERVATION GRANT

Purpose	To support organisations or individuals for specific projects that will provide positive outcomes for the environment and wildlife in Redland City.
Sub-categories	<p><u>Conservation Support</u></p> <ul style="list-style-type: none"> To assist organisations with direct conservation projects; and education and awareness of wildlife (especially koalas and their habitat). <p><u>Environmental Arts Support</u></p> <ul style="list-style-type: none"> To assist professional and emerging professional artists, or organisations, to develop arts projects with an environmental theme. Projects should enrich public appreciation and understanding of the value of our local environment. <p><u>Wildlife Carer Support</u></p> <ul style="list-style-type: none"> To assist registered wildlife carers with projects related to the rescue, care, rehabilitation and transport of injured wildlife; and training opportunities to improve the quality of wildlife care.
Available funding	<p>Grants up to \$10,000</p> <p>Requests for equipment can be considered if:</p> <ul style="list-style-type: none"> essential to the delivery of the project and there is a demonstrated need; and for Conservation Support and Environmental Arts Support, not be greater than \$3,000 or 30% of the total project cost (whichever is lesser); or for Wildlife Carer Support, up to 100% of the total project cost if relevant to the purpose of the subcategory (e.g. equipment for the care, rehabilitation or release of orphaned wildlife.) <p>Requests for administration costs may be considered if:</p> <ul style="list-style-type: none"> significant costs will need to be incurred to deliver the project; and the amount is not greater than \$500 or 5% of the total project cost (whichever is lesser). <p>Requests for vehicle mileage allowance (up to 100% of the grant) can be considered for Wildlife Carer Support if:</p> <ul style="list-style-type: none"> essential to delivery of the project and there is a demonstrated need; it is relevant to the purpose of the subcategory (e.g. transport of injured animal to/from veterinary surgery); evidence of previous year's vehicle mileage expenditure is submitted (to support projected expenditure) when applying for the grant; and a vehicle log book (including date of travel, pick up location, start and end odometer readings) is submitted on acquittal of the grant.
Requirements	<p>Applicants must:</p> <ul style="list-style-type: none"> be a not-for-profit and incorporated entity; have an active ABN or statement by supplier; be operating and financially viable; hold public liability insurance; have a bank account in the name of the legal entity; and have no outstanding debts or grant acquittals to Council.

	<p>Individuals are eligible to apply for funding under the Conservation Grant subcategories Environmental Arts Support and Wildlife Carer Support. Individuals must: have an active ABN or Statement by Supplier; be operating and financially viable; hold public liability insurance; and have a bank account in the name of the legal entity (e.g. the individual's name).</p> <p>Projects must:</p> <ul style="list-style-type: none"> • meet one or more of the Program Objectives; and • meet one or more of Council's Strategic Priorities outlined in Redland City Council's Corporate Plan. <p>To be eligible for Environmental Arts Support you must:</p> <ul style="list-style-type: none"> • provide a detailed resume for each professional or emerging professional artist, or arts worker, involved in the project. <p>To be eligible for Wildlife Carer Support you must:</p> <ul style="list-style-type: none"> • be a registered wildlife carer with the Department of Environment and Heritage Protection (DEHP); • demonstrate you have been an active carer for at least 12 months; and • comply with the 'Code of Practice: Care of sick, injured or orphaned protected animals in Queensland'. Refer to the Department of Environment and Heritage Protections website at: http://www.ehp.qld.gov.au/wildlife/caring-for-wildlife/. <p>For Environmental Arts Support, where required, applicants must secure any relevant permits and approvals. These approvals should be in progress or obtained prior to submitting an application. Where works are on Council land, approvals must be provided by Council prior to lodging the application.</p>
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